

Helpful Information Regarding DCE's New Electronic Plan Review Software

Effective October 31, 2011

What is the Purpose of DCE's New Electronic Plan Review System?

The new system will allow plan review to be conducted and managed electronically. Features of the system include the submission of plans electronically, receiving comments and providing responses within the plan review system, and the electronic stamping of released plans.

Benefits of the New Electronic Plan Review System

- Decreasing the amount of paper and printing costs
- Providing additional openness/transparency of the plan review
- Maintaining additional documentation throughout the process
- Reducing the amount of trips to the DCE office or courier costs associated with plan delivery.

What Permits are Available for Electronic Plan Review

- Improvement Location Permit (ILP) – Non-Residential and Multi-Family
- Structural - Non-Residential and Multi-Family
- Drainage, Flood, Driveway, Street Construction and Sewer Construction – Subdivision and Non-Residential

Is Electronic Plan Review Mandatory or Optional?

At this time, electronic plan review is optional although DCE encourages the use of the electronic plan review system whenever possible.

Are there any other benefits to the electronic plan review system?

Applicants will be able to submit Non-Residential and Multi-Family Structural permit applications online through a new website built exclusively for this purpose. The link is: <https://www.biz.indygov.org/dce/permitsIA/>.

Both credit card and eCheck payment options are available.

- Additional initial permit application fees: \$3.00 plus 2% to submit application with credit cards, \$3.00 for eCheck.
- Additional permit payment fees: \$1.00 plus 2% for credit card fees and \$1.00 for eCheck.

Where can I get more information on how to use this new resource?

Visit our website at <http://www.indy.gov/eGov/City/DCE/Permits/Pages/Plan.aspx> or e-mail us at PermitQuestions@indy.gov.